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AVN BDE REAR DETACHMENT

CDR: MAJ Charles Werner

CSM: 1SG Paul Coleman

3-4th R COMPANY or REAR DETACHMENT

Commander: CPT Nicholas Dille.....

1SG: 1SG Javier Cruz.....

Command Financial Specialist: SSG Michael Loretz...

Brigade Staff Duty:.....

Staff Duty is open all day. The 3-4th AVN battalion office will be open from 8 am to 5 pm from Monday through Friday.

YOUR FAMILY READINESS GROUP

The Family Readiness Group is an organization of spouses designed to help family members help themselves and, if necessary, lend assistance.

The FRG can:

- Be a point of contact
- Give you information to help you solve problems
- Provide assistance in easing the burdens of separation
- Assist family members in obtaining important information

Every family member is encouraged to be an active part of the FRG, not only to receive help, but to help others. The FRG is a continuous activity and it extends beyond deployment times. You should always have a current FRG phone roster. It is important that your roster contains your current address and telephone number. Under provisions of the Privacy Act, the release/publication of your address and telephone number will be for official purposes only. Their main purpose is to assist you with your concerns, organize FRG activities, disseminate information, and refer family members when in need.

Be familiar with your family readiness group.

- You will be notified through FRG concerning the unit's pre-deployment brief.
- Ensure that your Unit Family Readiness Group roster contains your current mailing address and telephone number. Notify your FRG representatives if there are any changes.
- Keep your unit contact person's name and telephone number posted near your telephone.

FAMILY READINESS GROUP REP AND CONTACT:

NAME:_____PHONE #:_____

NAME:_____PHONE #:_____

EMERGENCIES

What if my spouse has an emergency while they are deployed?

If your spouse develops a serious problem while deployed (sickness, injury, etc.), you will be contacted by the Rear Detachment Commander, a member of the FRG, and/or the Community Chaplain. If someone else calls you to report an injury to your spouse, **call the Rear Detachment Commander immediately to verify it!**

What if I have an emergency?

If you develop a serious problem while your spouse is deployed, first contact a medical facility, then contact your FRG leader. If you can't reach your FRG leader call the Rear Detachment at 254-553-2208. Red Cross 24 Hour Contact: 1-877-272-7337

EMERGENCY LEAVE

1. In accordance with Army Regulation 600-8-10 (Leaves and Passes) the emergency leave policy is standardized throughout the 4th Infantry Division for all soldiers deployed in support of Operation Iraqi Freedom. Red Cross personnel will provide notification and assistance as needed. The Aviation Brigade Commander is the final approval authority for emergency leave. Soldiers will be provided transportation at government expense back to home station. Any additional travel to the emergency leave destination is at the Soldier's expense.

2. Soldiers may be authorized emergency leave for up to 14 days, but only in cases of death or imminent death within the immediate family. The immediate family includes the Soldier's spouse, children (including step children), parents (including step parents), brothers and sisters, and a person in loco parentis. For a person in loco parentis, the Soldier must sign a statement verifying loco parentis and must be completed prior to deployment. Soldiers can only be granted emergency leave by the first Colonel (06) or General Officer (GO) in the chain of command as long as that criteria has been met.

3. All ordinary leave under emergency conditions or exceptional circumstances not covered in paragraph 2 can be approved **ONLY** by the Commanding General of the 4th Infantry Division.

AMERICAN RED CROSS

The American Red Cross (ARC) assists with reporting and communicating while your spouse is deployed. ARC will assist with medical reports, birth notices, emergency notification of your spouse during deployment, as well as verification for emergency leave. Counseling and referrals on personal and family problems are offered. Emergency financial assistance is available for emergency travel expenses as well as food, rent, current utilities, and possible transportation expenses when normal pay has been interrupted or not received through no fault of the soldier. ARC has opportunities for persons to perform volunteer services of many types.

Office Hours are from 0730 to 1630 hrs, Monday thru Friday.

Telephone Numbers:

- Heart of Texas American Red Cross (Chapter Community Area) (254) 200-4400
- Branch Office, (Bldg. 1822, 49th and Battalion) 287-0400
After Hours 287-4745/6
- Darnall Army Community Hospital Office Information 288-8000
- 24 Hour National Telephone Number 1-877-272-7337

Case # _____ Date: _____

Case # _____ Date: _____

Case # _____ Date: _____

Case # _____ Date: _____

Case # _____ Date: _____

RED CROSS NOTIFICATION

(To Be Filled Out By Service Member and Sent Home)

Dear Family:

If you need to contact me quickly, contact the American Red Cross (ARC) in your local community. A message from the American Red Cross is required before I can get approval for transportation and leave.

The following is information that you should provide the local American Red Cross in contacting me:

- My Social Security Number: _____
- My Full Name: _____
- My Rank is: _____
- My Mailing Address is: _____

- My Duty Station is: _____ Duty Phone: _____
- My Residence Address is: _____
- My Home Telephone Number is: _____

In addition, they will request some detailed information as to the nature of the emergency. As a minimum, you will need to know the name and address of the doctor/hospital, plus a statement as to why I am needed. I realize in case of death or critical illness in the family that you would want to call me directly, but you must also contact the Red Cross to authorize and expedite travel arrangements. The Red Cross may be contacted 24 hours a day and there is no charge for this service. Please place this document in the telephone book so that it can easily be found in case you need to contact me. This procedure can be used regardless if I am deployed or at my home station.

You may wish to take some time to write down the local American Red Cross chapter in your Community if outside of the Fort Hood area so that in an emergency you will not have to look it up.

Local American Red Cross:

Address: _____

Telephone Number: _____

Signed: _____

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BRIGADE FRG

- Provide assistance to FRG's in utilizing Army Community Services and Fort Hood Resources
- Reserving locations for FRG meetings / briefings
- Scheduling guest speakers for meetings
- Keep calendar for the AVN FRG
- Coordinates Division Monthly and VOY Program for the AVN Brigade
- Provide newsletter templates and assistance
- Provide Division guidelines on websites
- Scheduling training for the FRG volunteers
- Maintains a FRG leaders roster
- Attend Newcomers brief to collect new soldier/family members information for the FRG leaders
- Serve as a liaison for Brigade, Battalion and Company Commanders to the FRGs & family members

BATTALION FRG

OUR FRG PROVIDES

- Official information flow
- Newsletters
- Telephone and E-mail contact information
- Provides a mutual support and communications network
- VTC Opportunity Info
- Social opportunities

OUR FRG is NOT

- A loan agency
- A social work agency
- A babysitting, taxi and lawn service
- A gossip forum
- Exclusive – all family members are welcome
- Rank oriented

HOW TO USE THE FRG TELEPHONE ROSTER (CHAIN OF CONCERN)

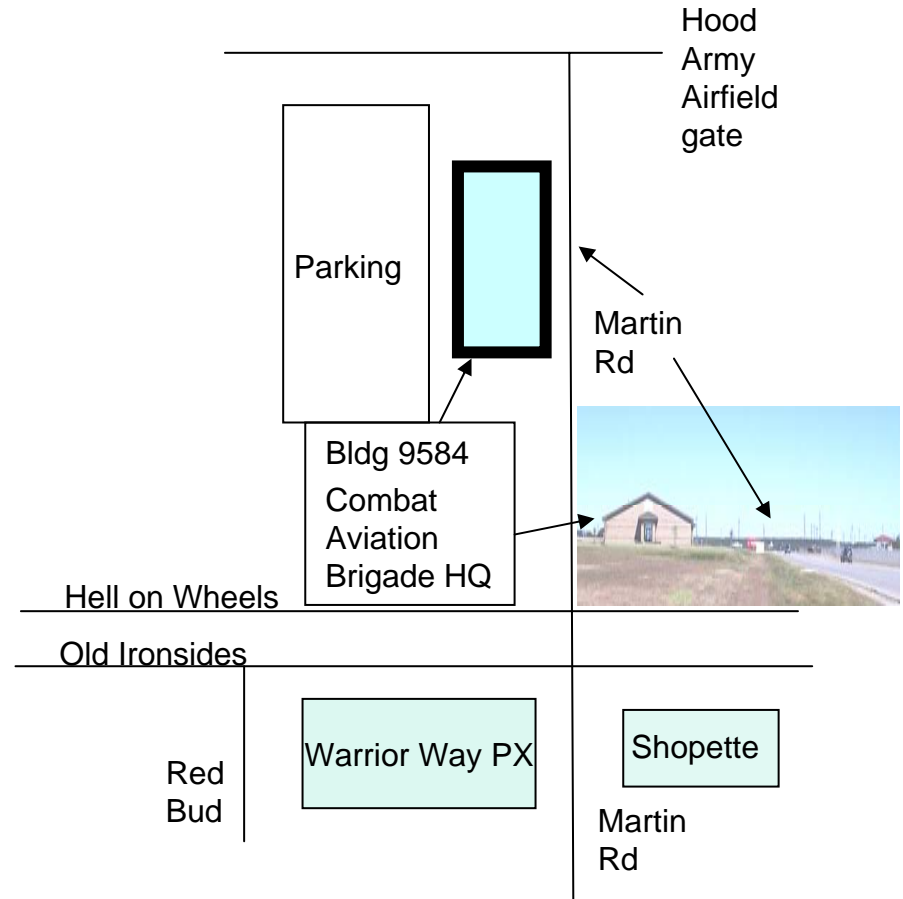
You will be notified through the Family Readiness Group telephone roster (chain of concern) of important information pertaining to the unit and the FRG. The FRG chain of concern is your *primary link* with the Army, and it is a means to communicate very important information. The Chain of concern can range anywhere from planning unit social functions, passing on general information, passing on information on deployment, homecoming, or emergency information. It is one of the most efficient ways of getting the correct information to you in a timely manner.

Participation is not mandatory. The chain of concern, however, functions to keep you in-the-loop and updated with the most up-to-date information concerning the unit. More importantly, it is a means of emergency notification. All spouses, therefore, are strongly encouraged to participate by completing a FRG questionnaire. Ensure that the FRG leader has your current mailing address and telephone number. If you want to keep your phone number confidential or unlisted, just let the FRG leader know of your decision, in writing, on your questionnaire. This way your number will not be printed on the roster; it will only be given to the FRG leader and your unit POC (Point of Contact). If we do not know how to contact you it is impossible to keep you informed! It is to your benefit to make sure your contact information is kept current at all times.

BN FRG BRIEFING PLAN

- The Rear Detachment will conduct briefings on a monthly basis.
- An email thru the Battalion and Company FRG networks will announce any changes to the yearly schedule.
- If you have a topic you want addressed, bring it to this meeting, or pass thru your FRG Chain of Concern.
- Briefing Dates for 2006:
 - Jan 10th July 11th
 - Feb 15th Aug 8th
 - Mar 22th Sep 12th
 - May 9th Oct 3rd
 - June 13th Nov 14th
 - Dec 12th
- Location: 25th Street Chapel (Memorial Chapel) near Battalion Ave and 25th Street

REAR DETACHMENT LOCATION: BLDG 9584



BATTALION REAR DETACHMENT RESPONSIBILITIES

- Ensure families are informed of the battalion's accomplishments by acting as the liaison between the battalion and the FRG.
- Ensure all family members are aware of Ft. Hood family support programs and opportunities.
- Keep accountability and manage all personnel actions for rear Soldiers. (non-deployable, gains, losses, leaves).
- Ensure all Soldiers in the battalion have family and personnel data up to date and available to their FRG and Rear Detachment while deployed.
- Ensure all non-deploying property in the battalion is consolidated, accounted for, and secure.

FAMILY DEPLOYMENT CHECKLIST

Although extended deployments are never easy on the family the hardships can be minimized by planning ahead. A carefully prepared and executed pre-deployment checklist can save you and your family from headaches in the future. As a military family it is important to have certain documents in your possession. Military spouses are often required to take over the family during the sponsor's absence. Therefore, it is important that both of you sit down together to discuss information and documents named in this checklist. You are encouraged to keep originals or copies of all listed documents in a special container (safety deposit box) in a location you can find immediately and is known to both you and the sponsor.

_____	Marriage Certificate
_____	Birth Certificate of all family members
_____	Divorce Papers
_____	Death Certificates
_____	Shot records of all family members (including pets)
_____	Citizenship/Naturalization papers
_____	Adoption papers
_____	Passports, Visas (remove only when needed for international travel)
_____	Insurance policies (Note: Company, policy number, and amount of payment)
_____	Real Estate documents (leases, mortgages, deeds, or promissory notes)
_____	Copies of installment contracts and loan papers
_____	Current list of immediate next of kin, personal lawyer, trusted friend (include phone number and address)
_____	Car Title (registration should be in car)
_____	Last LES (Leave and Earnings Statement)
_____	Discharge papers (DD Form 214)
_____	Allotments (updated with correct amount, name, address, and account number)

FAMILY DEPLOYMENT CHECKLIST (CONT.)

_____ Social Security Number for each family member

_____ Current addresses and telephone numbers of all immediate families of both spouses

The following should be completed prior to deployment:

_____ Next of kin informed of rights, benefits, assistance available

_____ Family budget and business arranged (see Financial Section for Budget Worksheet)

_____ Emergency Data Card updated in Military Personnel Record

_____ Joint checking/savings account arranged (list all account numbers)

_____ Parents informed of how to make contact in case of emergency

_____ Armed Forces ID Cards (renew if ID card expires within next 3 months; Rear Detachment Commander can sign for ID replacement after soldier deploys)

_____ Emergency services explained and located

_____ Red Cross/Army Emergency Relief (AER)

_____ Medical facilities/TRICARE

_____ Army Community Services (ACS)

_____ Legal Assistance Office

_____ Security check on house

_____ Problems with cars, household, and appliances identified and resolved

_____ Power of Attorney

General: Allows holder to act on all matters on sponsor's behalf

Special: Allows holder to act on sponsor's behalf in special transactions

Medical: Authorizes holder to obtain medical care for family members under 18 years of age

FAMILY DEPLOYMENT CHECKLIST (CONT.)

_____ Wills for both spouses

_____ Orders

_____ Copy of Emergency Data Card

_____ List of all credit cards and account numbers

_____ List of all stock and bonds

_____ AAFES Deferred Payment Plan (DPP), (to use, spouse must be listed as an authorized user or hold sponsor's General Power of Attorney)

_____ Federal and State Income Tax Returns (last 5 years)

CIVILIAN TO MILITARY TIME CONVERSION CHART

Civilian time	Military time	Civilian time	Military time
1 a.m.	0100	1 p.m.	1300
2 a.m.	0200	2 p.m.	1400
3 a.m.	0300	3 p.m.	1500
4 a.m.	0400	4 p.m.	1600
5 a.m.	0500	5 p.m.	1700
6 a.m.	0600	6 p.m.	1800
7 a.m.	0700	7 p.m.	1900
8 a.m.	0800	8 p.m.	2000
9 a.m.	0900	9 p.m.	2100
10 a.m.	1000	10 p.m.	2200
11 a.m.	1100	11 p.m.	2300
12 a.m. (noon)	1200	12 p.m. (midnight)	2400

TIME ZONE CONVERSION CHART

Korea	HI	Pacific Std. Time	Mtn. Std. Time	Ctrl. Std. Time	East Std. Time	GMT	Germ- Any	SWA Kuwait Iraq
0100	0600	0800	0900	1000	1100	1600	1700	1900
0200	0700	0900	1000	1100	1200	1700	1800	2000
0300	0800	1000	1100	1200	1300	1800	1900	2100
0400	0900	1100	1200	1300	1400	1900	2000	2200
0500	1000	1200	1300	1400	1500	2000	2100	2300
0600	1100	1300	1400	1500	1600	2100	2200	2400
0700	1200	1400	1500	1600	1700	2200	2300	0100
0800	1300	1500	1600	1700	1800	2300	2400	0200
0900	1400	1600	1700	1800	1900	2400	0100	0300
1000	1500	1700	1800	1900	2000	0100	0200	0400
1100	1600	1800	1900	2000	2100	0200	0300	0500
1200	1700	1900	2000	2100	2200	0300	0400	0600
1300	1800	2000	2100	2200	2300	0400	0500	0700
1400	1900	2100	2200	2300	2400	0500	0600	0800
1500	2000	2200	2300	2400	0100	0600	0700	0900
1600	2100	2300	2400	0100	0200	0700	0800	1000
1700	2200	2400	0100	0200	0300	0800	0900	1100
1800	2300	0100	0200	0300	0400	0900	1000	1200
1900	2400	0200	0300	0400	0500	1000	1100	1300
2000	0100	0300	0400	0500	0600	1100	1200	1400
2100	0200	0400	0500	0600	0700	1200	1300	1500
2200	0300	0500	0600	0700	0800	1300	1400	1600
2300	0400	0600	0700	0800	0900	1400	1500	1700
2400	0500	0700	0800	0900	1000	1500	1600	1800

STAYING IN TOUCH DURING A DEPLOYMENT

Letter Writing:

The need for two-way communication continues though you are separated by distance. The following is a guide that may make it easier to talk with each other by letter.

- Answer all questions. Set your spouse's letter and picture in front of you, as though you are talking directly to him/her. Let your spouse know how much you appreciate the letters, tapes, pictures, etc. In each communication, mention one or two things that made you feel especially close.
- Remember that the need to express affection does not diminish with the miles. "I love you" means just as much when it is written during a deployment as it does when spoken in person.
- Share your feelings as openly as you can without indulging in self-pity. Let your spouse know that you would like him/her to share his/her feelings. Try to communicate the feelings of love and appreciation that you feel. Let your spouse know how and why you love them.
- Above all, express yourself clearly so he/she won't have to think, I wonder what she/he meant by that. On the other hand, don't try to read between the lines or interpret a puzzling remark. If you don't understand, ask questions in your next letter.
- Some husbands and wives number their letters to eliminate confusion.
- Have Dad/Mom send separate letters to each child in the family. It will help maintain and strengthen their relationships. Children love to receive their own mail.
- Try to send photographs.
- Let children make a tape recording.
- Play calendar tag, which involves sending a small fold-over calendar back and forth in letters so the deployed parent and child can take turns marking off days.

Tape Recording:

If letter writing is difficult for you, consider purchasing a pair of tape recorders so you and your spouse can send "talking" letters. Younger children can also say "Hello, Dad/Mom" in their own words

STAYING IN TOUCH DURING A DEPLOYMENT (CONT.)

1. Mail:

Letters from home boost morale and provide assurance of the family's welfare. Care packages are great pick-me-ups for lonely soldiers. Use any post office to mail letters to your spouse.

Any family member holding an identification card can pick up mail addressed to deployed soldiers at the unit mailroom when:

- the soldier completes the Mail Release form (located in this booklet)
- the soldier or family member delivers the release to the unit mailroom

2. Telephone Calls:

Telephone calls are a quick way to communicate, but remember, long distance and overseas calls can be very expensive. Purchase phone cards for long distance calls both ways. Remember the difference in time zones as well.

To learn the time where your spouse is stationed, first find the time where you live. Then read across under the location of your soldier. This will tell you the time at his/her location. For example, if it is 1900 hours (7:00pm) for you in the Central Standard Time zone, then it is 0400 hours (4:00am) for your soldier in Iraq.

3. E-Mail:

E-mail is probably the most popular method of quick communication. It's very inexpensive and versatile; however, it can enable bad news to travel at the speed of light. Be careful of using this method of communication for an emotionally laden message. It's better to compose it, park it for a few hours, review it for clarity and kindness, and then send it. It still can't replace the letter for personal and romantic communication. And remember, e-mail is not secure – it can be read by anyone who uses the computer.

4. Video:

During some deployments, the company will be given access to video teleconferencing. There will also be some opportunities to exchange videos of our FRG and videos of our spouses.

HOW CAN I MANAGE SEPARATION?

Stages of Separation:

There is no denying that the military lifestyle, especially unexpected deployments, can disrupt the family unit. Feelings associated with separation commonly come in stages. As soldiers prepare to deploy and leave, military families may experience:

- denial, shock, disbelief, and numbness.
- anger, frustration with preparation demands, guilty feeling about the spouse's departure, and resentment of the military, spouse, and job.
- guilt for not saying or doing more before deployment, or the children may feel they caused the departure.
- depression, intense sadness, fatigue, loss of appetite, and withdrawal from routine.
- acceptance, realizing and accepting the situation, resolving to continue on positively, confidence in handling day-to-day living, awareness of increased self-esteem and personal abilities.

Knowing these feelings are normal can help families cope. These stages occur in a universal order; however, a number of causes can trigger setbacks to previous stages. Individual situations and types of deployment can influence the intensity and duration of each stage.

How to Manage Separation:

Take good care of yourself, make sure you eat right, shop and cook for nutrition, get enough rest, make time for physical exercise, treat yourself to a special outing, but stay within your budget, try to set aside time to do something you enjoy everyday, avoid trying to do everything yourself, and take advantage of military community

How to Manage Separation (Cont.):

- Participate in programs such as Army Family Team Building (AFTB), Mobilization and Deployment, and Family Readiness Training
- Contact family, friends, neighbors, and spouses of other deployed soldiers whenever you need practical or emotional support
- Set goals
- Get involved in an activity, a hobby, a project, church, or volunteering. Volunteers may receive 50 hours of free childcare per month while doing their volunteer work.
- Talk about your feelings, doubts, and fears with a trusted friend, neighbor, coworker, etc.
- Stick to your budget
- Do not try to please everyone. Learn to say “NO”
- Be honest
- Learn about your acceptable/comfortable stress level

Children and Separations:

Children experience the same psychological patterns as their parents due to their own feelings of loss and their awareness of the overall emotional situation. They often test parents to find out if they bend more when the spouse is gone, particularly at the time of departure and again upon return. Some spouses overcompensate for their mate’s absence by becoming permissive or overprotective with their children.

Keep discipline consistent. Some decisions are harder to make alone, but children need stability. Look at it this way; if one of the two most important people in your life were constantly coming and going – here two weeks, gone four to eight months, home two days – wouldn’t your security be shaken? Imagine what it does to children. Insecurity, loss of status, and change in routine all add up to two complex emotions; hurt and anger, which are usually directed at the returning parent.

Children express their feeling in different ways:

- Their outward behavior is not always a good reflection of what is going on emotionally.
- Some children cover up their true feelings while others are more open

Ideas for Managing Children:

Dealing with these problems requires the honest expression of feelings in the family. Even if there are no apparent conflicts, the following can make separation easier:

- Talk about feelings
- Keep busy during separation
- Maintain same rules for the children
- Encourage letter writing, sending pictures, artwork, and school work
- Play the taped stories and messages that were recorded for each child prior to the parent’s deployment
- The absent parent needs to write separate letters to each child; each needs direct communication
- Make opportunities for special outings
- Be responsible for all discipline

Tell the Children:

- Your Mother/Father loves you and you are very important to them
- Try not to worry about you Mother/Father because the Army has trained them well and will take care of them for you
- What your Mother/Father is doing for our country is very important to all the people of our nation
- Sometimes, when your Mother/Father are away on a mission, you get lonely and miss them. This is normal and okay. It will make you feel better if you talk to others in your family.
- Your Mother/Father miss you when they’re away, and they love to get messages or mail from you.

WARRANT OFFICER PAY CHART

2006 Warrant Officer Pay Chart				Years of Service							
Pay Grade	Under 2	Over 2	Over 3	Over 4	Over 6	Over 8	Over 10	Over 12			
W-5											
W-4	3,329	3,581	3,694	3,785	3,959	4,131	4,306	4,476			
W-3	3,040	3,167	3,297	3,339	3,476	3,631	3,837	4,040			
W-2	2,674	2,827	2,960	3,057	3,141	3,370	3,545	3,674			
W-1	2,361	2,555	2,684	2,768	2,990	3,125	3,244	3,377			
	Over 14	Over 16	Over 18	Over 20	Over 22	Over 24	Over 26				
W-5		5,720	5,916	6,113	6,311				
W-4	4,652	4,927	5,103	5,276	5,455	5,631	5,811				
W-3	4,296	4,418	4,590	4,649	4,721	4,877	5,033				
W-2	3,801	3,888	3,962	4,101	4,239	4,379	4,579				
W-1	3,465	3,545	3,675	3,773	3,773	3,773	3,773				

OFFICER PAY CHART

2006 Officer Pay Chart			Years of Service							
Pay Grade	Under 2	Over 2	Over 3	Over 4	Over 6	Over 8				
O-6	4,246	4,784	5,115	5,177	5,383	5,507				
O-4	3,664	4,241	4,524	4,688	4,850	5,132				
O-3	3,221	3,652	3,942	4,297	4,503	4,729				
O-2	2,783	3,170	3,651	3,774	3,852	3,852				
O-1	2,416	2,515	3,039	3,039	3,039	3,039				
	Over 10	Over 12	Over 14	Over 16	Over 18	Over 20				
O-6	5,779	5,979	6,236	6,630	6,818	7,004				
O-4	5,482	5,756	5,945	6,054	6,118	6,118				
O-3	4,875	5,116	5,241	5,241	5,241	5,241				
O-2	3,852	3,852	3,852	3,852	3,852	3,852				
O-1	3,039	3,039	3,039	3,039	3,039	3,039				
Commissioned Officer With Over 4 Years of Active Service as an Enlisted Member or Warrant Officer										
	Over 4	Over 6	Over 8	Over 10	Over 12	Over 14	Over 16	Over 18	Over 20	
O-3E	4,297	4,503	4,729	4,875	5,116	5,318	5,434	5,593	5,593	
O-2E	3,774	3,852	3,975	4,181	4,342	4,461	4,461	4,461	4,461	
O-1E	3,039	3,246	3,366	3,489	3,609	3,774	3,774	3,774	3,774	

ENLISTED PAY CHART

2006 Enlisted Pay Chart				Years of Service							
Pay Grade	Less than 2	Over 2	Over 3	Over 4	Over 6	Over 8	Over 10	Over 12			
E-9							4,022	4,113			
E-8						3,292	3,438	3,528			
E-7	2,289	2,498	2,594	2,721	2,819	2,989	3,085	3,180			
E-6	1,980	2,178	2,274	2,368	2,465	2,685	2,770	2,865			
E-5	1,814	1,935	2,029	2,125	2,273	2,402	2,497	2,497			
E-4	1,663	1,748	1,843	1,936	2,018	2,018	2,018	2,018			
E-3	1,501	1,596	1,692	1,692	1,692	1,692	1,692	1,692			
E-2	1,427	1,427	1,427	1,427	1,427	1,427	1,427	1,427			
E-1	1,273	1,273	1,273	1,273	1,273	1,273	1,273	1,273			
E 1 less than 4	1,178										
Pay Grade	Over 14	Over 16	Over 18	Over 20	Over 22	Over 24	Over 26				
E-9	4,228	4,364	4,499	4,718	4,902	5,097	5,394				
E-8	3,636	3,753	3,965	4,072	4,254	4,355	4,604				
E-7	3,350	3,436	3,516	3,566	3,733	3,841	4,114				
E-6	2,949	2,978	2,998	2,998	2,998	2,998	2,998				
E-5	2,497	2,497	2,497	2,497	2,497	2,497	2,497				
E-4	2,018	2,018	2,018	2,018	2,018	2,018	2,018				
E-3	1,692	1,692	1,692	1,692	1,692	1,692	1,692				
E-2	1,427	1,427	1,427	1,427	1,427	1,427	1,427				
E-1	1,273	1,273	1,273	1,273	1,273	1,273	1,273				

DEPLOYMENT ENTITLEMENTS

- **Family Separation Allowance (FSA-II)***
 - Soldiers must reside with their family members prior to separation. Current rate is \$250.00 per month
 - If dual military the family member who initially causes the separation is entitled to FSA.
- **Basic Allowance for Subsistence (BAS)/ Separate Rations (SR)**
 - Payable to all officers, warrant officers, and enlisted members for the TDY/TCS duration.
 - Enlisted Solders receive \$267.18 per month
 - Officers receive \$175.23. per month.
- **Hardship Duty Pay-Location (HDP-L):**
 - Both officer and enlisted at a rate of \$100.00 per month for Kuwait and Iraq.
 - Shown as “Save Pay” on your LES under entitlements.
- **Once deployed the entitlements could take up to 45 days to start showing on the LES.**
- **Imminent Danger Pay/Hostile Fire Pay (IDP/HDF)**
 - \$225.00 a month payable to all Soldiers deployed to a designated area.
 - Solders must serve in the Area for 1 day of the month to be paid for the whole month.

DEPLOYMENT ENTITLEMENTS (CONT)

- **Combat Zone Tax Exclusion (CZTE)**
 - All enlisted pay is federal tax-exempt
 - Officers are limited to the Monthly pay of the SMA plus IDP/HFP. The CY2005 tax exclusion limit is \$6,529.20 (6304.20 + 225.00).
 - Leave earned while in a CZTE area is also excluded from Federal tax when taken.
- **Per Diem**
 - All deployed DOD personnel will receive \$3.50 per day while deployed.
 - All Soldiers must submit a travel voucher for reimbursement upon re-deployment
 - Per Diem is not authorized during mid tour leaves.

SAVINGS DEPOSIT PROGRAM (SDP)

- All Soldiers assigned in the support of Operation Iraqi/Enduring Freedom (OIF/OEF) outside the US and its possessions may participate in the program.
- Soldiers can contribute up to \$10,000 of unallotted current pay and allowances after deployed for more than 30 days or at least one day in three consecutive months.
- Earns 10% annually compounded quarterly (2.5%). Interest earned is taxed.
- Active Soldiers can contribute through allotment or cash. Reserve Soldiers can only contribute by making cash deposits.

SPECIAL LEAVE ACCRUAL (SLA)

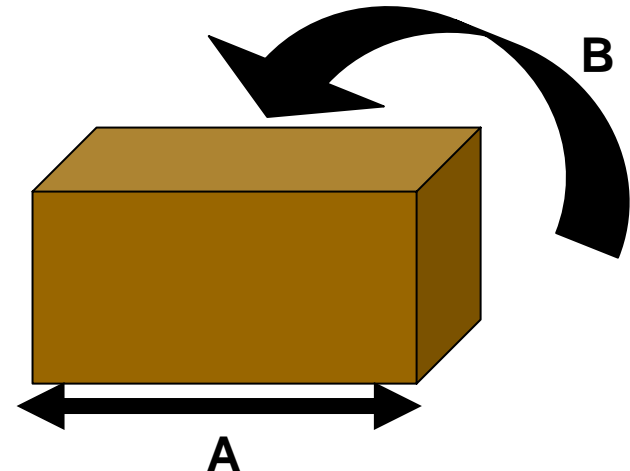
- Authority to exceed a 60-day leave balance at fiscal year end.
- Intended to provide relief to Soldiers not allowed leave during lengthy deployments or periods of hostility.
- 3 CATEGORIES:
 - CAT 1 - Soldiers serving in a HFP/IDP area for at least 120 continuous days. First LTC commander is approval authority.
 - CAT II - Soldiers assigned to a deployable ship, mobile unit, or other similar prescribed duty and were prevented use of leave due to assignment and designation. Approval authority is Human Resources Command.
 - CAT III - Soldiers deployed for less than 120 days but at least 60 or more days to meet a contingency operation of the U.S. Approval authority is Human Resources Command.
- If earned in HFP area have 3 fiscal years to take the leave; otherwise 1 fiscal year.
- SLA is debited from the leave account using the last in, first out method.
- Leave lost in October 2005 will be credited back sometime in February 2006.

ENVIRONMENTAL LEAVE POLICY

- **Environmental Morale Leave**
 - 14 Days not counting travel time
 - Rotations **3d** month through the **10th** month of deployment
 - Dates are not set in stone until soldier is on the plane, may change due to mission needs
- **In Theater Fighter Management Pass**
 - 3-4 Days
 - Freedom Rest Hotel, Baghdad
 - Qatar R&R Facility

POSTAL SERVICES

- What Cannot be mailed:
 - Pork or Pork byproducts
 - Alcohol
 - Fire arms or ammunition
 - No flammables (i.e. lighter fluid, candles)
 - No liquids, aerosols or oils
 - Pornography
- Size limitations of mail:
 - All packages limited to 108" measured as follows:
 - A: Measures across
 - B: Measures around
 - A+B=No more than 108" overall
 - Max Weight 70Lbs



POSTAL SERVICES (Cont'd)

- Free mail information:
 - Soldiers will be able to mail letters free of charge utilizing the Military Postal System (MPS)
 - All incoming mail to Iraq must be paid by the sender
 - USPS does not provide the following services:
 - Express mail
 - Registered mail
 - Overnight delivery
 - Expect at least a two week delivery time frame for airmail/priority
 - Free mail packing materials can be obtained from the USPS at:
 - www.usps.com
 - 1800-222-1811
 - Or mail-in a supply request form: PS Form DDDC
- Nov 04

POSTAL SERVICES (Cont'd)

- Mail information:
 - All packages must contain the following:
 - Customs Declaration and Dispatch Note: PS Form 2976-A
 - USPS Insured Mail Receipt (if applicable): PS Form 3813-P
 - Insurance can be provided for items worth \$50 and up.

The image shows a sample of a U.S. Postal Service Insured Mail Receipt (PS Form 3813-P). The form is titled "U.S. Postal Service® INSURED MAIL RECEIPT" and "OFFICIAL USE". It includes a barcode on the left with the text "VF 472 531 515 US" and "United States Postal Service® INSURED MAIL DOMESTIC - INTERNATIONAL". The form has several fields for postage, insurance, and handling fees. The "Total Postage & Fees" field is marked with a dollar sign. The "Sent to:" field is filled with "Street, Apt. No.; or PO Box No.", "City, State, ZIP+4®, Country". The "PS Form 3813-P May 2004" is printed at the bottom. There is a handwritten signature "Green" and the number "501" in the "Insurance Coverage" section.

POSTAL SERVICES

(Cont'd)

CUSTOMS DECLARATION FORM: PS Form 2976-A

From		To	
Sender's Name Business Street City State ZIP Code® Country		Addressee's Name Business Street City Postcode Country	
Detailed Description of Contents (1) Qty. (2) Net Weight (3) lb. oz. Value (US \$) (5) HS tariff number (7) Country of origin of goods (8)		Sender's Instructions in Case of Nondelivery (16) <input type="checkbox"/> Treat as Abandoned <input type="checkbox"/> Return to Sender - NOTE: Item subject to return charges at sender's expense. <input type="checkbox"/> Redirect to Address Below:	
Check One <input type="checkbox"/> Airmail/Priority <input type="checkbox"/> Surface/Nonpriority Check One (10) <input type="checkbox"/> Gift <input type="checkbox"/> Commercial sample <input type="checkbox"/> Other <input type="checkbox"/> Documents <input type="checkbox"/> Returned goods Explanation: Comments (11) (e.g., goods subject to quarantine, sanitary/phytosanitary inspection, or other restrictions)		License Number(s) (12) Certificate Number(s) (13) Invoice Number (14) Date and sender's signature (15)	
PS Form 2976-A, January 2004 Do not duplicate this form without USPS approval.		1 - Customs Declaration	

OPERATIONAL SECURITY(OPSEC)

DEFINITION:

Operational Security is a set of procedures outlining how to avoid compromising the mission's integrity. It involves keeping generally unclassified information from being released. OPSEC does not replace other security disciplines - it supplements them.

HOW TO IMPLEMENT OPSEC:

- Practice OPSEC 24 hours a day, 7 days a week.
- Shred paperwork no longer needed
- Handle any attempt by unauthorized personnel to solicit sensitive or Critical Information as a Subversion and Espionage Directed against U.S. Army (SAEDA) incident per AR 381-12. Report all facts immediately to the Brigade Rear Detachment Security Manager.
- Educate your relatives on this sensitive concern so they do not inadvertently post, publish or send valuable info.
- If you have any questions about operation security please contact your Rear Detachment Commander at 254-553-2208

OPERATIONAL SECURITY (OPSEC)

DO NOT:

- Post any military information or photographs on personal websites, or web logs, nor discuss any ongoing or future military operations, movements, security measures over non-secure internet networks, chat rooms, web logs, or telephones.
- The enemy is watching our digits, computer, and voice communications to seek out vulnerabilities for their use.
- Discuss Critical Information over non-secure phone lines and when writing. This includes, but is not limited to; letters, email, websites, web logs, information forums, or other forms of dissemination or documentation.

Examples of Critical Information:

- Operation names, unit strength or operational readiness
- WIA, KIA, Equipment Damage or Details of How/Where Attacks happened
- Missions your soldier is about to go on
- Information of VIP visits and their destinations
- Specific date and times of any military actions
- Routes used to travel on R&R/Environmental leave
- Locations of FOBs and /or operational units
- Details of security and force protection procedures

PUBLIC AFFAIRS

DO:

- Always protect classified information.
- Never lie to the media. Remember, EVERYTHING you say is ON THE RECORD.
- Be brief and concise. Use simple language and no acronyms.
- Take your time – think about the question before you give an answer.
- Be professional; be polite but be firm.
- Remain in control, even if the media seems aggressive, or the question seems silly.
- Talk to the interviewer; not the camera.
- Use the opportunity to tell the audience about your spouse's unit and the Army.
- Stay in your lane. Discuss yourself only, your spouse's unit and the job you (or your spouse) is doing.

PUBLIC AFFAIRS (CONT.)

DO NOT:

- Guess or speculate about anything
- Discuss matters above your spouse's rank/position
- Discuss operational capabilities, troop strength, numbers/type of casualties, specialized units with your spouse's unit, future plans or operations
- Answer "what if" questions
- Provide propaganda material to a potential enemy by grumbling or thoughtless complaints
- Allow yourself to be badgered or harassed

PUBLIC AFFAIRS (CONT.)

REMEMBER:

- "I don't know" is a better answer than "I think"
- "No comment" should never be used. It makes the reporter think that you are hiding something
- You can always send the media to the Rear Detachment, or to 4ID Public Affairs Office
- Contact information: www.hood.army.mil/4id/ PAO "contact us" on 4ID home page
- The media is a business, nothing is personal. They are trying to get the story the quickest to market the event

MEDIA TALKING POINTS:

- We are very proud of our Soldiers and the US Army.
- The American people support our Soldiers.
- Our Soldiers have trained hard and are ready for this deployment.
- Our Soldiers have confidence in themselves, their equipment, and their leadership.
- Ultimately the security of Iraq is up to the Iraqi people.

FORT HOOD PHONE NUMBERS:

Fort Hood Information/Operator.....1-411or 287-1110
AAFES Clear Creek.....532-7200
AAFES Warrior Way.....532-8100
Army Community Services.....287-2214
Army Emergency Relief.....288-5003
Army Family Team Building.....286-6600
American Red Cross (Main).....287-0400
Apache Arts and Crafts Center.....287-0343
Auto Craft Shop.....287-0011
Cable Vision.....532-5341
Chaplain Division.....287-2913

Child Development Center

Registration.....287-8029
Main (Hourly).....287-6037
Clear Creek.....288-5222
Comanche.....287-4848

Commissary

Clear Creek.....287-6648
Warrior Way.....288-0854

Darnall Army Community Hospital

Appointments.....288-8888
Cancellations.....288-7777
Information.....288-8000
Pharmacy.....288-8159
Phone in refill.....288-8911

Clear Creek Pharmacy.....618-7024

FORT HOOD PHONE NUMBERS:

Billy Johnson Dental Clinic.....286-7401
Dental Clinic #5.....288-7863
Guest Housing (Poxon).....532-2100
Housing.....287-4212
Deposit Waivers.....288-9305
Lane Volunteer Center.....287-8657
Library.....287-5202
Post Locator.....287-2023
Social Work Services.....288-6474
Suicide Prevention.....287-5131
Thrift Shop.....532-2948
ACS Lending Closet287-4485
TRICARE.....288-8155
Appointments.....288-8888
Cancellations.....288-7777
Service Center.....1-800-406-2832

Youth Centers:

Bronco.....287-6745
Comanche.....287-5834
High Chaparral.....287-5646
Walker.....287-4948
West Fort Hood.....288-1435
Youth Services Office.....287-9833
Safety Office.....288-2137
Shipping (Household Goods).....287-0219
Education Services (KISD).....501-0036
Recreation Division (MWR).....287-1436

FORT HOOD PHONE NUMBERS

Reenlistment.....	287-3370
Unit Services Coordinator.....	287-3071
Tax Assistance.....	287-3294
Legal	287-1850
Transportation Office.....	287-4514
Veterinary Clinic (Appt.).....	287-6719
Welcome Center.....	287-7486
Pediatrics.....	288-8145
Western Union.....	532-2332
Women, Infants, and Children (WIC).....	526-2033
WIC (Fort Hood).....	532-8680
WIC (Copperas Cove).....	547-9571
Library.....	287-4921
Smile Care Clinic.....	285-2014
Bennett Health Clinic.....	618-8039
Thomas Moore Clinic.....	285-6228

MILITARY POLICE PHONE NUMBERS

MP Desk Watch Commander.....	287-4001
Desk Sergeant.....	287-4789
III Corps Desk Sergeant.....	287-5019
MP Desk Emergency (Recorded).....	911
MP Investigations NCOIC.....	287-4654
MPI Supervisor.....	287-4759
MPI Evidence Custodian.....	287-6676
MPI Child/Spouse Abuse.....	287-4699
Juvenile/Gang Investigations.....	287-4699
Game Warden.....	287-4263
Cell Phone.....	554-1164
Animal Control.....	287-2732
Police Services Division.....	287-8928
AWOL Apprehension.....	287-5045
CPL/AWOL App/Conf Fax.....	288-0322
CPL/AWOL App.....	287-4403
Warrants.....	287-1076/1078
Civil Police Liaison.....	287-4403
Name Checks, MP Reports.....	287-8010
Weapons Registration.....	553-1104
Administration Branch Division.....	287-7211
Chief FPSD.....	287-2511
Physical Security Supervisor.....	287-1942
Physical Security Insp.....	287-3535/4974/1923/4915/3508/1731/4982/4966
D.A.R.E.....	287-4754
G.R.E.A.T.....	287-4654
K-9 Section.....	288-9896
Alarm Monitor Station.....	288-0872
Confinement.....	287-1075
Crime Prevention Officer.....	287-4463
Traffic Section.....	287-5407/0156
Traffic Accident Investigations.....	287-4406